

## **POSITION DESCRIPTION**

Title: Personal Property Appraiser I

Department: Revenue Commission

Job Analysis: September 2018, December 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Appraisal Supervisor, Administrator of Personal Property, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner

Subordinate Staff: None

Internal Contacts: All Members of Revenue Commissioner's Office

External Contacts: Taxpayers, Taxpayer Representatives, Accountants, Attorneys, Board of Equalization members, other County Departments, State Department of Revenue, and Revenue Departments from other Counties within Alabama

Status: Classified/Non-Exempt (306)

### **Job Summary**

Under the direction of the Appraisal Supervisor or Administrator of Personal Property, the Appraiser I performs business personal property discovery, appraisals, physical inspections, and audits to ensure the accurate and lawful valuation and collection of tax revenue in the county. Positions in this class are distinguished from the Appraiser Trainee by ability to audits of small to medium size businesses and the exercise of more independent judgement regarding appraisal situations. Performs other duties as assigned by supervisor.

### **Essential Job Functions**

- A. Discovery:
1. Identifies all businesses within the taxing jurisdiction using all available sources, including but not limited to: real property appraisal reports and Property Record Cards; state, county and municipal business licenses and sales tax accounts; telephone directories; news media; and physical canvass.
- B. Administration:

1. Compiles and maintains an accurate listing of all businesses within the taxing jurisdiction.
  2. Ensures that each business is mailed a Business Personal Property Return and demand notices are mailed to all taxpayers not filing by December 31 of each year.
- C. Appraisal:
1. Calculates the market value of personal property using the three approaches to value: cost, sales comparison, and income as well as the Grid Method as outlined in the Alabama Personal Property Appraisal Manual.
- D. Auditing:
1. Performs review audits on returns filed each year and telephone audits as needed.
  2. Performs physical inspection audits, detailed desk audits, and detailed on-site audits of small to medium size businesses.
- E. Physical Inspections:
1. Performs on-site physical inspections of the assets located at each business.
  2. Compares listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections.
  3. Gathers necessary information to accurately list all observed assets.
  4. Makes appropriate adjustments so that all assets are correctly assessed
- F. Office Management
1. Cross-training among other staff to include teaching and learning the duties and functions of other positions within the Revenue office.
  2. Assists in training new or less experienced staff on various aspects of the appraisal process.
  3. Locate parcel numbers or PPINs for personal property returns.
  4. Answer telephone.
  5. Filing as needed.
  6. Maintain accurate daily report of amount of work and time spent.
- G. Board of Equalization
1. Hold informal hearings as part of Board of Equalization process.
  2. Explain appraisal methods and values.
  3. Give reports to the Board of Equalization as necessary.

### **Knowledge, Skills, and Abilities**

1. Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to calculate data such as personal property market values, assessed values and taxes.
2. Knowledge of accounting and auditing principles and procedures.
3. Knowledge of accounting data processing systems.
4. Knowledge of standard business and financial records.

5. Knowledge of current laws, methods, procedures and practices of business personal property appraisal as outlined in the Alabama Personal Property Appraisal Manual.
6. Ability to detect accounting and reporting irregularities.
7. Ability to read and comprehend legal documents, state and federal laws and regulations, court decisions and business records.
8. Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports and forms.
9. Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
10. Ability to prepare audit reports for small to medium size businesses.
11. Ability to assist other appraisal personnel performing personal property clerical and discovery activities.
12. Ability to establish and maintain effective working relationships with taxpayers and coworkers.
13. Ability to operate standard office equipment including calculator, fax machine, and copier.
14. Ability to operate a computer and software such as database, spreadsheets, and word processing as needed to analyze and compile data.

### **Physical Characteristics**

1. See well enough to read fine print, maps and aerial photos.
2. Hear well enough to respond to verbal communication.
3. Speak well enough to testify in court and explain appraisal process to the Board of Equalization.
4. Body movement or mobility to be able to move about on all types of construction sites and different terrain.
5. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.
6. Physical ability or mobility to successfully perform in an office environment including everyday tasks such as typing; sitting; standing; bending; lifting; moving or carrying file boxes or boxes of paper.

### **Other Characteristics**

1. Must be 21 years of age.
2. Must possess a valid Alabama driver's license and be insurable through the County Commission.
3. Be willing to travel throughout the county.
4. Be willing to work overtime and on weekends as required.
5. Be willing to travel in and out of the state of Alabama for appraisal schools.

### **Minimum Requirements**

1. Two (2) years of college level courses (Associate Degree preferred) in business administration, accounting, taxation, law, property valuation or related fields. Prior appraisal training and/or closely related experience may be considered in lieu of college education.

2. Must have a minimum of two (2) years tax appraisal experience.
3. Must have successfully completed the following Alabama Department of Revenue Property Tax Education and Certification Program courses: Alabama Personal Property Appraisal Manual and IAAO 101 Fundamentals of Real Property Appraisal.
4. Consideration will be given for successful completion of certain courses offered by IAAO, SRA, or other recognized appraisal organizations.

## **POSITION DESCRIPTION**

Title: Personal Property Appraiser II

Department: Revenue Commission

Job Analysis: December 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Appraisal Supervisor, Administrator of Personal Property, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner

Subordinate Staff: None

Internal Contacts: All Members of Revenue Commissioner's Office

External Contacts: Taxpayers, Taxpayer Representatives, Accountants, Attorneys, Board of Equalization members, other County Departments, State Department of Revenue, and Revenue Departments from other Counties within Alabama

Status: Classified/Non-Exempt (308)

### **Job Summary**

Under the direction of the Appraisal Supervisor or Administrator of Personal Property, the Appraiser II performs business personal property discovery, appraisals, physical inspections, and audits to ensure the accurate and lawful valuation and collection of tax revenue in the county. Positions in this class are distinguished from the Appraiser I by ability to perform more complex appraisals, audits of larger businesses and the exercise of more independent judgement regarding appraisal situations. Performs other duties as assigned by supervisor.

### **Essential Job Functions**

#### **A. Discovery:**

1. Identifies all businesses within the taxing jurisdiction using all available sources, including but not limited to: real property appraisal reports and Property Record Cards; state, county and municipal business licenses and sales tax accounts; telephone directories; news media; and physical canvass.

- B. Administration:
  - 1. Compiles and maintains an accurate listing of all businesses within the taxing jurisdiction.
  - 2. Ensures that each business is mailed a Business Personal Property Return and demand notices are mailed to all taxpayers not filing by December 31 of each year.
- C. Appraisal:
  - 1. Calculates the market value of personal property using the three approaches to value: cost, sales comparison, and income as well as the Grid Method as outlined in the Alabama Personal Property Appraisal Manual.
- D. Auditing:
  - 1. Performs review audits on returns filed each year and telephone audits as needed.
  - 2. Performs physical inspection audits, detailed desk audits, and detailed on-site audits of businesses within the taxing jurisdiction.
- E. Physical Inspections:
  - 1. Performs on-site physical inspections of the assets located at each business.
  - 2. Compares listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections.
  - 3. Gathers necessary information to accurately list all observed assets.
  - 4. Makes appropriate adjustments so that all assets are correctly assessed
- F. Office Management
  - 1. Cross-training among other staff to include teaching and learning the duties and functions of other positions within the Revenue office.
  - 2. Assists in training new and less experienced staff on various aspects of the appraisal process.
  - 3. Locate parcel numbers or PPINs for personal property returns.
  - 4. Answer telephone.
  - 5. Filing as needed.
  - 6. Maintain accurate daily report of amount of work and time spent.
- G. Board of Equalization
  - 1. Attend board meetings as needed.
  - 2. Hold informal hearings as part of Board of Equalization process.
  - 3. Submit evidence to support values set, such as comparable sales data.
  - 4. Explain appraisal methods and values.
  - 5. Answer questions concerning appraisal.

### **Knowledge, Skills, and Abilities**

- 1. Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to calculate data such as personal property market values, assessed values and taxes.
- 2. Knowledge of accounting and auditing principles and procedures.

3. Knowledge of accounting data processing systems.
4. Knowledge of standard business and financial records.
5. Knowledge of current laws, methods, procedures and practices of business personal property appraisal as outlined in the Alabama Personal Property Appraisal Manual.
6. Ability to detect accounting and reporting irregularities.
7. Ability to read and comprehend legal documents, state and federal laws and regulations, court decisions and business records.
8. Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports and forms.
9. Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
10. Ability to prepare complex audit reports.
11. Ability to assist other appraisal personnel performing personal property clerical, discovery, appraisal, and auditing activities.
12. Ability to establish and maintain effective working relationships with taxpayers and coworkers.
13. Ability to receive and resolve complaints and questions from the public.
14. Ability to operate standard office equipment including calculator, fax machine, and copier.
15. Ability to operate a computer and software such as database, spreadsheets, and word processing as needed to analyze and compile data.

### **Physical Characteristics**

1. See well enough to read fine print, maps and aerial photos.
2. Hear well enough to respond to verbal communication.
3. Speak well enough to testify in court and explain appraisal process to the Board of Equalization.
4. Body movement or mobility to be able to move about on all types of construction sites and different terrain.
5. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.
6. Physical ability or mobility to successfully perform in an office environment including everyday tasks such as typing; sitting; standing; bending; lifting; moving or carrying file boxes or boxes of paper.

### **Other Characteristics**

1. Must be 21 years of age.
2. Must possess a valid Alabama driver's license and be insurable through the County Commission.
3. Be willing to travel throughout the county.
4. Be willing to work overtime and on weekends as required.
5. Be willing to travel in and out of the state of Alabama for appraisal schools.

### **Minimum Requirements**

1. Two (2) years of college level courses (Associate Degree preferred) in business administration, accounting, taxation, law, property valuation or related fields. Prior appraisal training and/or closely related experience may be considered in lieu of college education.
2. Five (5) years of practical appraisal and auditing experience in personal property, or an equivalent combination of education and experience.
3. Alabama Department of Revenue's ACA Certification, or prior appraisal and auditing experience involving extensive personal property valuation may be considered.
4. Must have successfully completed the following Alabama Department of Revenue Property Tax Education and Certification Program courses: Alabama Personal Property Appraisal Manual, Alabama Personal Property Audits, IAAO 101 Fundamentals of Real Property Appraisal, and IAAO 500 Assessment of Personal Property.
5. Consideration will be given for successful completion of certain courses offered by IAAO, SRA, or other recognized appraisal organizations.



## **POSITION DESCRIPTION**

Title: Personal Property Appraiser III

Department: Revenue Commission

Job Analysis: July 2010, August 2011, December 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included

### **Relationships**

Reports to: Appraisal Supervisor, Administrator of Personal Property, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner

Subordinate Staff: None

Internal Contacts: All Members of Revenue Commissioner's Office

External Contacts: Taxpayers, Taxpayer Representatives, Accountants, Attorneys, Board of Equalization members, other County Departments, State Department of Revenue, and Revenue Departments from other Counties within Alabama

Status: Classified/Non-Exempt (310)

### **Job Summary**

Under the direction of the Appraisal Supervisor or Administrator of Personal Property, the Appraiser III performs business personal property discovery, appraisals, physical inspections, and audits to ensure the accurate and lawful valuation and collection of tax revenue in the county. Positions in this class are distinguished from the Appraiser II by ability to perform all levels of appraisals and audits, are delegated a greater range of responsibilities and the exercise of more independent judgement regarding appraisal situations. Performs other duties as assigned by supervisor.

### **Essential Job Functions**

- A. Discovery:
1. Directs the discovery of all businesses within the taxing jurisdiction using all available sources, including but not limited to real property appraisal reports and Property Record Cards; state, county and municipal business licenses and sales tax accounts; telephone directories; news media; and physical canvass.

B. Administration

1. Ensures that an accurate listing of all businesses within the taxing jurisdiction is compiled and maintained.
2. Ensures that each business is mailed a Business Personal Property Return and demand notices are mailed to all taxpayers not filing by December 31 of each year.

C. Appraisal

1. Calculates the market value of personal property using the three approaches to value: cost, sales comparison and income approach.
2. Calculates market value of personal property using the Grid Method as outlined in the Alabama Personal Property Appraisal Manual.
3. Gathers and analyzes market data used in the calculation of market value by the sales comparison and income approach to value.

D. Auditing

1. Oversees the performance and completion of review audits on returns filed each year and telephone audits as needed.
2. Performs physical inspection audits, detailed desk audits, and detailed on-site audits of businesses within the taxing jurisdiction.

E. Physical Inspections

1. Performs on-site physical inspections of the assets located at each business.
2. Compares listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections.
3. Gathers necessary information to accurately list all observed assets.
4. Makes appropriate adjustments so that all assets are correctly assessed.

F. Office Management

1. Cross-training among other staff to include teaching and learning the duties and functions of other positions within the Revenue office.
2. Leads in training new and less experienced staff on various aspects of the appraisal process.
3. Locate parcel numbers or PPINs for personal property returns.
4. Answer telephone.
5. Filing as needed.
6. Maintain accurate daily report of amount of work and time spent.

G. Board of Equalization

1. Attend board meetings as needed.
2. Hold informal hearings as part of Board of Equalization process.
3. Submit evidence to support values set.
4. Explain appraisal methods and values.
5. Answer questions concerning appraisal.

**Knowledge, Skills, and Abilities**

1. Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to calculate data such as personal property market values, assessed values, taxes and escape taxes and penalties.
2. Knowledge of accounting and auditing principles and procedures.
3. Knowledge of accounting data processing systems.
4. Knowledge of standard business and financial records.
5. Knowledge of current laws, methods, procedures and practices of business personal property appraisal as outlined in the Alabama Personal Property Appraisal Manual.
6. Knowledge of the three common approaches to value: cost, sales comparison, and income approach.
7. Knowledgeable in the calculation of market value by use of the Grid Method.
8. Ability to detect accounting and reporting irregularities.
9. Ability to read and comprehend legal documents, state and federal laws and regulations, court decisions and business records.
10. Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports and forms.
11. Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
12. Ability to prepare complex audit reports.
13. Ability to assist other appraisal personnel performing personal property clerical, discovery, appraisal, and auditing activities.
14. Ability to establish and maintain effective working relationships with taxpayers and co-workers.
15. Ability to receive and resolve complaints and questions from the public.
16. Ability to operate standard office equipment including calculator, fax machine and copier.
17. Ability to operate a computer and software such as database, spreadsheets, and word processing as needed to analyze and compile data.

### **Physical Characteristics**

1. See well enough to read fine print, maps and aerial photos.
2. Hear well enough to respond to verbal communication.
3. Speak well enough to testify in court and explain appraisal process to the Board of Equalization.
4. Body movement or mobility to be able to move about on all types of construction sites and different terrain.
5. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.
6. Physical ability or mobility to successfully perform in an office environment including everyday tasks such as typing; sitting; standing; bending; lifting; moving or carrying file boxes or boxes of paper.

### **Other Characteristics**

1. Must be 21 years of age.

2. Must possess a valid Alabama driver's license and be insurable through the County Commission.
3. Be willing to travel throughout the county.
4. Be willing to work overtime and on weekends as required.
5. Be willing to travel in and out of the state of Alabama for appraisal schools.

### **Minimum Requirements**

1. Associate Degree (Bachelor's Degree preferred) from an accredited college or university in business administration, accounting, taxation, law, property valuation or a related Prior appraisal training and/or closely related experience may be considered in lieu of college education.
2. Ten (10) years of practical appraisal and auditing experience in personal property, or an equivalent combination of education and experience.
3. Alabama Department of Revenue's ACA Certification, or prior appraisal and auditing experience involving extensive personal property valuation may be considered.
4. Must have successfully completed the following Alabama Department of Revenue Property Tax Education and Certification Program courses: Alabama Personal Property Appraisal Manual, Alabama Personal Property Audits, IAAO 101 Fundamentals of Real Property Appraisal, and IAAO 500 Assessment of Personal Property.
5. Consideration will be given for successful completion of certain courses offered by IAAO, SRA, or other recognized appraisal organizations.

## **POSITION DESCRIPTION**

Title: Real Property Current Use Analyst

Department: Revenue Commission

Job Analysis: August 2011, December 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Appraiser Supervisor, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner

Subordinate staff: None

Internal contacts: All Members of Revenue Commissioner's Office

External contacts: Taxpayers, Taxpayer Representatives, Real Estate Agents, Real Estate Appraisers, Title Companies, Attorney's, Other County Departments, Alabama Department of Revenue

Status: Classified/Non-Exempt (311)

### **Job Summary**

Employee will be competent and knowledgeable of all policy, procedures, laws and regulations governing implementation of current use valuations, with appraisal and assessment procedures. Duties are composed of all the functions relating to the operation of the current use in the appraisal and assessment departments. This level Analyst has ability to perform multiple duties including building permits, contiguous acreage, data entry, property inspections or related work. Performs other duties as assigned by supervisor.

### **Essential Job Functions**

- A. Current Use Analyst
1. Collect the current use applications.
  2. Field review current use applications when necessary.
  3. Responsible for the assessment of current use.
  4. Research soil classifications for each parcel.
  5. Key all new current use applications.
  6. Update existing parcels as needed.

7. Update parcels to distinguish class 2 and class 3 on regular land entries and current use entries.
- B. Rollbacks
  1. Work with the title companies, closing agents, and developers to understand and calculate rollbacks, meeting with them when necessary.
  2. Work new subdivisions and commercial parcels each year to do rollbacks.
- C. Assisting public and other departments
  1. Assisting the public and other departments extensively at front counter.
  2. Send correspondence to property owners as needed.
  3. Answer telephones and other inquiries on current use.
  4. Work very closely with Appraisal and Assessment.
  5. Work with Board of Equalization when needed, following up on things sent for clarification.
  6. Work with municipalities, other county departments, and the appraisal department in the discovery of all forms of construction within the county.
- D. Office Management
  1. Cross-training among other staff to include teaching and learning the duties and functions of other positions within the Revenue office.
  2. Locate parcel numbers for building permits.
  3. Answer telephone.
  4. Assist at front counter.
  5. File property record cards.
  6. Maintain accurate daily report of amount of work and time spent.

### **Knowledge, Skills, and Abilities**

1. Verbal skills to communicate effectively with the public, co-workers and supervisor.
2. Math skills to accurately calculate rollbacks and perform basic mathematical operations.
3. Writing skills to record data and complete reports neatly and clearly.
4. Reading skills to understand deeds, maps appraisal manuals, and Alabama tax laws.
5. Knowledge of the principles and methods of current use and appraisal.
6. Knowledge of the sources of information useful in current use process.
7. Good working knowledge of computer data entry.
8. Ability to establish and maintain effective working relationships with co-workers, supervisor, general public and municipal officials.
9. Establish good relationships with title companies, developers, timber managers and farmers.
10. Knowledge of the county lay-out.
11. Ability to work independently and exercise good judgement in making decisions in accordance with applicable laws and policies.

### **Physical Characteristics**

1. See well enough to read fine print, maps and aerial photos.

2. Hear well enough to respond to verbal communication.
3. Speak well enough to testify in court and explain current use process to the Board of Equalization.
4. Body movement or mobility to be able to move about on all types of agricultural sites different terrain.
5. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.
6. Physical ability or mobility to successfully perform in an office environment including everyday tasks such as typing; sitting; standing; bending; lifting; moving or carrying file boxes or boxes of paper.

### **Other Characteristics**

1. Be willing to travel throughout the county.
2. Be willing to work overtime and on weekends as required.
3. Be willing to travel in and out of the state of Alabama for additional schooling.

### **Minimum Qualifications**

1. Possess a valid Alabama Driver's License and be insurable through the County Commission.
2. Minimum of two (2) years' experience as an Appraiser I or a combination of related experience and course work in the appraisal field.
3. Must successfully complete the Alabama Appraisal Manual course.

## **POSITION DESCRIPTION**

Title: Real Property Sales Analyst

Dept: Revenue Commission

Job Analysis: October 2010, August 2011, December 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Appraisal Supervisor, Assistant Chief Appraiser, Chief Appraiser, and Revenue Commissioner

Subordinate staff: None

Internal contacts: All Members of Revenue Commissioner's Office

External contacts: Taxpayers, Taxpayer Representatives, Real Estate Agents, Real Estate Appraisers, Title Companies, Attorney's, Other County Departments, Alabama Department of Revenue

Status: Classified/Non-Exempt (310)

### **Job Summary**

Work involves progressive duties, sometimes complex due to the wide array of policies, guidelines and regulations. Work is performed by standard operating procedures but requires using independent judgment based on knowledge and adhering to the laws, rules, regulations, policies & procedures governing the department. Specialization of duties is based on precision, accuracy, analysis, initiative to follow through/follow up and knowledge gained through experience on the job. These employees may provide assistance or answer questions of other co-workers. Conducts research regarding sales and review data for usable sales. Performs other duties as assigned by supervisor.

The employee provides a range of clerical responsibilities as well as assist with field inspections as needed. Their essential job function is data input of all sales data of properties soon after the sale occurs. All sales generated from mapping are researched through assessment, probate, MLS and other related sources. Sales are analyzed to solve problems related to bad, insufficient or conflicting data. Judgment is used in determining whether a sale is used in ratio studies or other studies. Appraisal records for each sale are scrutinized for accuracy and/or completion. Condominium sales are posted to spreadsheets. Property addresses are keyed. Employee assists in reaching all department deadlines.



## **Essential Job Functions**

### **A. Sales Research**

1. Gather sales data for current time period.
2. Confirm sales through Property Owner, Realtor, MLS, Probate, Assessment, and any other related source.
3. Verify each transaction to determine subtility for use in ratio study.

### **B. Appraisal**

1. Assist with Appraisal to measure and list properties.
2. Ability to input land and improvements data into computer.
3. Assist with other duties of the Appraisal Department as needed.

### **C. Office Management**

1. Cross-training among other staff to include teaching and learning the duties and functions of other positions within the Revenue office.
2. Locate parcel numbers for sales.
3. Copy new maps for appraisal.
4. Answer telephone.
5. File property record cards.
6. Maintain accurate daily report of amount of work and time spent.

## **Knowledge, Skills, and Abilities**

1. Verbal skills to communicate effectively with the public, co-workers and supervisor.
2. Math skills to accurately calculate land and building values and perform basic mathematical operations.
3. Writing skills to record data and complete reports neatly and clearly.
4. Reading skills to understand deeds, maps, appraisal manuals, Alabama tax laws.
5. Thorough knowledge of the principles and methods of appraisal.
6. Thorough knowledge of the sources of information useful in the appraisal process.
7. Thorough knowledge of the factors affecting real property and improvements.
8. Good knowledge of the use of engineering maps, plans and profiles.
9. Good knowledge of the methods of estimating building construction costs for appraisal purposes.
10. Good working knowledge of computer data entry.
11. Ability to establish and maintain effective working relationships with co-workers, supervisor, general public, and municipal officials.
12. Establish good relationships with Realtors regarding sales and appraisals.
13. Knowledge of the county lay-out.
14. Ability to work independently and exercise good judgment in making decisions in accordance with applicable laws and policies.

## **Physical Characteristics**

1. See well enough to read fine print, maps and aerial photos.

2. Hear well enough to respond to verbal communication.
3. Speak well enough to testify in court and explain appraisal process to the Board of Equalization.
4. Body movement or mobility to be able to move about on all types of construction sites and different terrain.
5. Stamina to withstand adverse weather conditions such as heat and cold when reviewing parcels in the county.
6. Physical ability or mobility to successfully perform in an office environment including everyday tasks such as typing; sitting; standing; bending; lifting; moving or carrying file boxes or boxes of paper.

### **Other Characteristics**

1. Be willing to travel throughout the county.
2. Be willing to work overtime and on weekends as required.
3. Be willing to travel in and out of the state of Alabama for appraisal schools.

### **Minimum Qualifications**

1. Possess a valid Alabama Driver's License and be insurable through the County Commission.
2. Minimum of two (2) years of related experience or course work in the appraisal field.
3. Must successfully complete the Alabama Appraisal Manual course.